

TRANSMITTAL SLIP <div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 20px;">3-16-51</div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div> <div style="text-align: right; font-size: small;">DATE</div>		
TO: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>		
BUILDING	ROOM NO.	
REMARKS: <div style="text-align: center;"> <p>Here is our first attempt on an agency instruction re VITAL DOCUMENTS.</p> <p>This paper has not been discussed w/OCD, Mgt. or <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div></p> <p>Mr. Peel has discussed it to some extent and has requested me to obtain some info from <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div> after which there should be a meeting to decide on certain concepts.</p> </div>		
FROM: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

Records 6-2

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220002-1

VITAL DOCUMENTS

**ADMINISTRATIVE INSTRUCTIONS FOR THE
HANDLING AND STORAGE OF**

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MEMORANDUM TO: All Assistant Directors and Staff Chiefs

SUBJECT : Instructions for the Administration and Storage of
Vital Documents

1. The following instructions are hereby established
for the Administration and Storage of Vital Documents.

2. Definitions

A. Vital documents are those specific documents in possession of CIA which are essential to the continuing operational and administrative functions of the Agency and without which these functions could not be recreated in the event of a major disaster. As used in this instruction, vital documents include any documents, records, films and photographs, both operational and administrative that are so determined as vital documents within the scope of sub-paragraph B.

3. *Categories*

B. The following are examples of matter which normally will be classified as a vital document and the office normally responsible for the determination and forwarding of the document to the Repository.

(1) Operational and administrative materials:

(a) CIA organization and functional charts with names of key personnel - Advisor for Management

(b) Tables of organization - Advisor for Management

(c) Roster of former CIA personnel to facilitate emergency recruiting of previously cleared and trained persons. - Personnel Division

(d) Current roster of CIA personnel, including duty stations. - Personnel Division

(e) Selected data from employee folders. - Personnel Division

(f) Inspection and Security reference index file and security files to facilitate emergency security clearance of new personnel. - Inspection and Security

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(g) Lists of employees having special clearances. - Inspection and Security & OCI.

(h) CIA budget and financial data including amounts and location of appropriated funds. - Comptroller

(i) List of Treasury, General Accounting Office, Budget Bureau, and other government personnel familiar with the financial support of CIA. - Comptroller

(j) Agreements and arrangements with other U. S. Government agencies and with other governments. - Any Staff or Officer authorized to enter into agreements.

(k) Contact Index - duplicate file of IBM cards and flexoline panels. - Contact Division, OO

(l) NSC and DCI directives, and Interagency Operating Procedures. - Deputy Director/Administration

(m) CIA General Orders, Administrative Instructions, and Delegations of Authority by the DCI. - Advisor for Management

(n) Lists of all CIA [] offices, including name and location of each office chief. -
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(o) Lists of all CIA overseas stations and methods for contacting chief of each station, with pertinent technical documents. - OSO - OPC

(p) Selected current operational plans and implementing projects. - Any Officer or Staff

(q) Overall plans such as emergency plans, war plans, and mobilization plans. - Any Officer or Staff

(r) Operations and Technical Manuals. - Any Office or Staff

(s) Basic laws affecting CIA. - General Counsel

(t) Legal opinions of the General Counsel. - General Counsel

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(u) Latest issue of Congressional Directory with corrections. - General Counsel

(v) Contracts, deeds, leases, licenses, and real property records. - Administrative Services

(2) Intelligence Materials:

(a) One copy of each issue of the Weekly and Daily Summaries for the last three months. -

(b) One copy of each issue in the CIA, CIA/SCI, ORE, OSI, SR, M, MR, and IM Series. - Office of Origin

(c) Industrial Register - duplicate file of ICF cards and town and plant folders, plus most recent IBM listings. - Office of Origin

(d) Biographic Register - duplicate file of dossiers, IBM cards, and flexoline panels. - Office of Origin

(e) Graphic Register - selected prints and negatives with accompanying IBM cards. - Office of Origin.

(f) Selected unique maps. - ORR

(g) OSI abstracts - duplicate file of IBM cards. - OSI

(h) JANIS and NIS - complete file of NIS, plus JANIS reports not yet replaced by NIS reports. - OCD.

(i) NIS - color pulls (plate separations) on paper for each figure in color. - OCD

(j) Selected ORR and OSI working papers. -

(k) Selected nuclear energy reference material - OSI

- C. CIA Vital Documents Officer as used in these instructions, the CIA VD Officer is the Chief, Records Management & Distribution Branch, Administrative Services.

D. Vital Document Officer is that officer appointed by his Assistant Director or Staff Chief to act for him in all matters pertaining to vital documents of his office or staff. As used in these instructions, Vital Documents Officer and Office of Origin are synonymous.

EE. Office of Origin.

As used in these regulations, the term "Office of Origin" is any major Office or Staff responsible for determining and forwarding to the Vital Documents Repository all those documents which fall within the established categories set forth under paragraph X.

F. Office of Records

The "Office of Records" is the Custodian, Vital Documents Repository, where reports of possession, transfer and destruction will be maintained.

5. Title Page

The title page or inside front cover of a document recommended for storage as a vital document will show the Office of Origin, the long and short title, and document number which will be numbered in accordance with the file series established for each office as is indicated in Appendix "B". In addition, if a new document supersedes another document, instructions will be incorporated covering the disposal of the obsolete document. If any vital document consists of more than one volume, each volume will bear a separate short title. If the above is not practicable, the required data will accompany the vital document on a separate sheet. Each document will be marked "Vital Document" on the front cover.

*Indicate
when file
will appear
or be
replaced.*

6. Correspondence and Reports

All references to vital documents in possession, inventory or transfer reports, reports of destruction, or correspondence will be by vital document number, date and short title only. In using a short title every symbol of the short title will be included. Any correspondence on paper which refers to a vital document by a title other than the short title will be assigned a minimum classification of SECRET if the reference discloses that the document is a vital document.

C

7. Handling and Transmission of Vital Documents

A. Between Office of Origin and the CIA Vital Documents Officer.

1. Officers designated as Vital Documents Officers for their respective offices or staffs will provide for the security of transmission of Vital Documents to the CIA VD Officer. Classified Vital Documents will be transmitted in accordance with paragraph 29 of CIA Security Regulations. The transmission of vital documents to CIA VD Officer will be effected by direct contact wherever practicable. *not direct*

B. Between CIA Vital Documents Officer and the Custodian, Vital Documents Repository.

1. Subject to special instructions of Inspection and Security Staff, vital documents will be transmitted to the Custodian, Vital Documents Repository, by armed couriers designated as vital documents couriers. *Positive*

8. Receipt and Record of Vital Documents

A. It is mandatory that transmission and custody of vital documents be covered by a receipt and record system.

B. The CIA Vital Documents Officer and the Custodian will receipt for and maintain a record of all vital documents coming under their custody.

9. Storage of Vital Documents

A. Vital documents will be stored in three way combination safes in a vault hereinafter referred to as the Vital Documents Repository.

B. Only designated Vital document officer, CIA VD Officer and the Custodian of the Repository will be permitted to have access to the safes or vaults of vital documents or the combination or keys thereof.

C. Safes containing vital documents will be kept locked with the full combination whenever they are not under the direct supervision of a person officially intrusted with the combination.

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D. Cryptographic documents, so far as practicable, cipher tables, alphabets and keys will not be kept in the same safe as classified code books, documents and devices to which they apply.

10. Revision or Reproduction of Vital Documents

A. A new or revised edition of old vital documents may be assigned a new short title but, where this is undesirable the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

B. Reproduction of a vital document in whole or part is forbidden except by specific authorization of the office of origin. Where authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition the office of origin will be notified. *Microfilm*

11. Inventory and Report of Possession

A. The Custodian will keep a master inventory by office or staff of all vital documents and will make, or have made, each quarter of every year, an accurate return thereof to the proper office of origin.

B. In making the quarterly report of possession the following details will be observed:

1. Each item will be physically inspected and its document number checked with the inventory.

2. The custodian of the repository and one member of the Inspection and Security Staff, *OS-11* or higher, will make the inventory and both will sign the report. *?*

C. No quarterly report of possession will be made of:

1. Vital documents which have been received, subsequently destroyed and a destruction report rendered thereon within a single quarterly report period.

2. Documents which have been placed in custody or storage at the repository for historical purposes with the expressed approval of the Custodian.

12. Report of Transfer and Destruction

A. When a vital document is transferred from one office of origin to another, or the organization's designation changes, a certificate of transfer will be made in triplicate by the assignee or the successor organization.

The certificate will be signed by the Vital Documents Officer transferring the document and forward the original and one copy to the CIA VD Officer who in turn will forward same to the Custodian of the Repository for receipt and acknowledgement. A copy of the certificate of transfer will be retained by each office concerned.

B. Whenever a vital document is authorized by the Office of Origin to be removed from its proper place of custody and issued for temporary use to another authorized person in the agency, the Custodian will require a written receipt. No report of such transaction will be made to the office of origin.

C. The Office of Origin will normally designate when vital documents are to be removed from the repository and destroyed. The Custodian is responsible for the destruction of vital documents which are to be destroyed, in accordance with CIA Security Regulations covering the destruction of classified material. A copy of the certificate of destruction will be forwarded to the Office of Origin and the CIA VD Officer.

13. Prescribed Forms

A. Master Record - Vital Documents Form

Each officer making a consolidated record of vital documents to be forwarded to the Repository will use this form (See Appendix "A").

B. Quarterly Report of Possession (To be developed)

C. Certificate of Transfer (To be developed)

D. Other forms authorized by agency regulations such as a report of destruction.

14. Responsibility

A. Vital Documents Officers are responsible for:

1. Determination and classification of documents pertaining to his office or staff for storage as a Vital Document.

2. Determination as to whether a document shall be filed as an original, copy, or on microfilm.

3. Preparation of documents to be microfilmed in accordance with schedules for this purpose as issued by the CIA VD Officer on a quarterly basis.

4. Preparation and forwarding in accordance with these instructions to the CIA VD Officer or directly to the Custodian when authorized, all of those documents for storage in the Vital Documents Repository.

5. Negative reports will be forwarded to the CIA VD Officer, under the Schedule of Deposits when indicated.

6. Bringing to the attention of the Assistant Director or Staff Chief the quarterly inventory report and any changes in the inventory that have occurred since the previous quarterly report.

7. Consult with the CIA VD Officer on a continuing basis on Vital Document matters pertaining to his office.

8. Initiate, execute and process forms, certificates and reports prescribed herein and as warranted.

B. CIA VD Officer

1. Advise and assist Vital Documents Officers on a continuing basis on matters pertaining to vital documents.

2. Establish and maintain schedules as follows:

a. Dates for the submission of vital documents for deposit at the repository;

b. Time and place for microfilming documents when required;

c. For the safe delivery of vital documents to the Custodian.

3. Follow up on schedules to ensure that offices and staffs are forwarding vital documents material on a continuing basis. Written negative reports will be obtained when indicated.

4. Prescribing a master index by office and/or staff for his use as well as the Custodian of the Vital Documents Repository.

5. Furnish the necessary personnel and equipment for microfilming documents submitted by an office or staff when so indicated.

C. Custodian is responsible for:

1. Physical safe keeping of all vital documents properly authorized and received by him for storage in the Repository.

2. Maintaining a master index and register by office and/or staff of all documents coming into his custody.

3. Preparation and submission of the reports and certificates prescribed herein.

4. Furnish equipment and personnel for the reproduction of vital documents when authorized.